North Central Regional Transit District
Board Meeting
Friday, December 4, 2015
Jim West Regional Transit Center
Española, New Mexico
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:18 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members	**Elected Members**	**Alternate Designees**
Los Alamos County	*Mr. Philo Shelton*	
Rio Arriba County	*Councilor Alex Naranjo*	
Taos County	Absent	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fe County	Absent	
Nambé Pueblo		*Mr. Lonnie Montoya (T)*
Ohkay Owingeh	Absent	
Pojoaque Pueblo		*Mr. Cameron Martínez (T)*

Santa Clara Pueblo	Absent	
City of Santa Fe		*Mr. Jon Bulthuis*
San Ildefonso Pueblo	Absent	
Tesuque Pueblo	Absent	
City of Española	*Councilor Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	Absent	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Troy Bingham, Finance Director
Ms. Daria Veprek, Human Resources Director
Ms. Jackie Trujillo, Executive Assistant

Others Present
Mr. Mark Basham, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Tim Vigil, Former Board Member
Mr. Ray Matthews, Santa Fe County
Mrs. Tessa Jo Mascareñas

4. INTRODUCTIONS

In the interest of time, no introductions were made.

5. APPROVAL OF AGENDA

Commissioner Naranjo moved to approve the agenda as presented. Mr. Bulthuis seconded the motion and it passed by unanimous (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe and Town of Taos voting in the affirmative and none voting against.

6. APPROVAL OF MINUTES – November 6, 2015

Councilor Salazar moved to approve the minutes of November 6, 2015 as presented. Commissioner Naranjo seconded the motion and it passed by unanimous (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, and Town of Taos voting in the affirmative and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A. Recognition of Mr. Tim Vigil's Service to the North Central Regional Transit District

Mr. Mortillaro and Chair Barrone recognized Mr. Tim Vigil for his service on the Board and wished him well as he departed.

Mr. Vigil thanked the Board for the recognition. He introduced his wife and grandson and wished the NCRTD much success. Mr. Martínez also applauded Mr. Vigil for representing their Pueblo on the NCRTD Board.

B. Above and Beyond / Safe Driver Quarterly Awards

Mr. Mortillaro recognized Liza Garcia and read the award from the Board thanking her for her service, care for her colleagues and positive behavior as a driver for NCRTD.

She thanked the Board and fellow employees for the award.

ACTION ITEMS

B. Discussion and Possible Action on a Memorandum of Agreement (MOA) between the Village of Taos Ski Valley (Village) and the North Central Regional Transit District (District)

Mr. Mortillaro said Staff met with the Village officials and analyzed the level of

service needed for this ski season and were able to reduce the schedule and costs. Their contribution would be $13,250 instead of $30,000. The Village Manager was pleased with that cost and agreed to bring the agreement to their Village Council meeting on December 8.

Mr. Mortillaro asked the approval subject to the Village Council approval. The agreement is much the same as at last month's meeting and they will not charge a fare. The sources are now 5311 at $35,000, $15,000 of GRT, $13,250 from the Village and $1,000 from El Monte Sagrado Hotel in Taos. If they don't contribute, they won't be served because it is off route and would need the altered route to accommodate them.

RTD staff also met with the Town Lodgers' Tax Board and had a good meeting. Everyone was glad that it might be started again. The Village Manager was also interested in a morning bus but that is not part of the agreement at this time.

Councilor Ring moved approval of the MOA subject to approval by the Village Council. Mr. Bulthuis seconded the motion and it passed unanimously by (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, and Town of Taos voting in the affirmative and none voting against.

C. Resolution 2015-31 Open Meeting Act for 2016

Mr. Mortillaro said this resolution is the normal resolution setting the meeting dates for the year. The dates for 2016 are identified on page 25 in the packet. He pointed out a slight correction to correct the year from 2015 to 2016.

Mr. Bulthuis moved to approve Resolution 2015-31 Open Meeting Act for 2016 with typo corrections. Councilor Naranjo seconded the motion and it passed unanimously by (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, and Town of Taos voting in the affirmative and none voting against.

D. FY 2015 Year-End Financial Summary Report

Mr. Mortillaro said this year-end financial report is required by our financial policies.

Mr. Bingham highlighted parts of the report that was printed in the packet starting on page 29. Page 31 was the start of the GRT revenue reports, noting that the budget was $6.8 million and the actual is $7.2 million. He went through each county's results.

The District spent 8.8 million in a budget of $10.5 million with actual revenue of $9.6

million in a budget of $10.5 million. The underage was due to federal grants related to capital. The first shipment of buses came this month and more to come. This resulted in a contribution to the general fund balance of $718,000 added to the current balance of approximately $7 million.

Mr. Bulthuis asked about the accounts receivable for capital outlay.

Mr. Bingham said that is for three buses ordered that have not arrived yet. They anticipate that the buses will be delivered in January.

Councilor Naranjo moved to approve the FY 2015 Year-End Financial Summary Report as presented. Councilor Ring seconded the motion and it passed unanimously by (8-0) roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, and Town of Taos voting in the affirmative and none voting against.

E. Discussion and Consideration of Adopting Amended Resolution No. 2015-32 Defining Standard and Practice for the Implementation of New Service Routes, Service Change Prioritization, Bus Stop Location Selection Criteria, and Route Service Level Designation

Mr. Mortillaro said this is just an addition to the resolution and the red-line version is in the packet.

Ms. McGuire explained the amendment related to the Standards and Practices that provide a comprehensive framework for the District. She provided highlights from her written report dealing with the objectives, the 5-year plan and the long range strategic plan. She said the Staff is seeking guidance from the Board regarding service changes, especially when getting new requests such as from the Jicarilla Apache Nation. It includes bus stop criteria. The agreement with NMDOT is to work together for the stops from their engineering expertise. She described the service levels as 1 - fixed route; 2 - routes with limited stops (more than 50% of stops); and, 3 - Express routes (with less than 50% stops).

Staff recommended the new requests be addressed in light of the criteria and the 5-yr service plan.

Regarding the bus stops, they are working within the NMDOT agreement, being mindful of ADA needs as they move forward with increased connectivity, cost, ridership, etc.

Page 42 in the packet had the clean version of the resolution. She explained that

the fiscal impact depends on what changes are approved.

Councilor Naranjo recalled they talked about new stops throughout the counties - about 25 stops. He asked where the District is on those stops and if they have been established.

Ms. McGuire said they are in that process now. They are awaiting approval from NMDOT on eight of them. With DOT, the District Staff visit the site and NMDOT recommends where they shall be located.

Councilor Naranjo asked about shelters.

Ms. McGuire said that is the ADA Transition Plan. They still working on it. Opening of bids will be on December 8 - 9 within Rio Arriba County. The plans are on the web site with locations.

Councilor Naranjo explained that people are asking questions of him so he wanted to be able to answer them.

Councilor Naranjo moved for approval and Councilor Salazar seconded the motion but Pojoaque was no longer present and the quorum was lost. The Board took no action and it would be on the January agenda for action.

F. Discussion and Possible Action on Asset Inventory Resolution No. 2015-33 Annual Inventory Certification

This item was tabled to the next Board meeting.

DISCUSSION ITEMS:

G. Financial Report for October 2015

Mr. Bingham presented the financials through October. He highlighted revenues on page 51, noting the revenues should be at 33% but were only at 13%. Expenses included higher costs for vehicle maintenance and that would continue until the new buses arrive. He said the District is fully staffed except for one position.

Capital expenses were shown on page 62 and is only at 3% but they hoped to be at 33%.

There were no questions concerning the financial report for October 2015.

Councilor Naranjo departed the meeting at 10:08.

H. Finance Subcommittee Report

Mr. Mortillaro reported the only item considered at the meeting of the Finance Subcommittee was the audit exit conference for the 2015 audit. It was submitted to the State Auditor and results will be shared when the Audit has been released. He commented that the Board will not be disappointed.

I. Tribal Subcommittee Report

Mr. Montoya said the Tribal subcommittee intends to meet soon.

J. Executive Report and Comments from the Executive Director

1. Executive Report for November 2015

2. Performance Measures for October 2015

3. Ridership Report for October 2015

The Executive Report was in the Board packet starting on page 69.

Mr. Mortillaro pointed out that each member had been handed a copy of the Long Range Strategic Plan at their desk for reference. The other handout was the annual report and he commend Jim Nagle for the quality and content of the report. It was well done.

Mr. Mortillaro will be scheduling meetings with all members to present the Long Range Strategic Plan and future actions of NCRTD in the coming months.

He announced that the January Board meeting will be held in Santa Fe, hosted by Santa Fe County and City of Santa Fe on January 8, 2016.

Mr. Bulthuis said the City can host and he will work with County staff on it.

Mr. Mortillaro wished everyone happy and safe holiday greetings.

MATTERS FROM THE BOARD

Councilor Salazar announced the Light Parade on Saturday, December 12 and described it.

Chair Barrone announced the Town of Taos lighting starts at 4 pm with lots of lights on the plaza.

Mr. Shelton announced the Los Alamos parade is Saturday evening.

MISCELLANEOUS

NEXT BOARD MEETING: January 8, 2016 at 9:00 a.m. in Santa Fe.

ADJOURN

The meeting was adjourned at 10:15 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz for Carl G. Boaz, Inc.